

# TECHNOLOGY Mini-Grant 2022 Grant Application Overview

Presented by:

**Terry Blauvelt**

Grants Officer

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Missouri Secretary of State  
**State Library**



INSTITUTE of  
**Museum and Library**  
SERVICES

# Session Objectives

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1. Grant Overview
2. Changes in the Technology Mini-Grant Program
3. Grant Application Basics
4. Best Practices





# Grant Overview

# Eligibility

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- **Public Libraries eligible to receive FY21 state aid**  
***AND if the library has a website-***
- **The website must be actively maintained and link to TumbleBook Library Deluxe**  
***AND IF A REAL MEMBER***
- **Link to the statewide online databases on their library website**

# Work Authorization (E-Verify)

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- Applies to grants requesting \$5,000 or greater
- Links within the grant application

# Purpose and Goals

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- To replace older technology
- To purchase new technology
- To be completed within a 5-month timeframe



# Highest Grant Priorities

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- Risk of imminent failure
- Software systems no longer supported
- Hardware that does not meet software systems requirements
- COVID-19 response



# Other Grant Priorities

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- Systems to manage public access to workstations or printing
- Wireless access equipment
- Computer training labs
- Improving access for patrons with disabilities
- Computers to be used in job-related training, online courses, or certification testing.





# Grant Timeline

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**Application Due: October 15, 2021**

**Approximate Award Announcement:  
November, 2021**

**Grant Management Session:  
November 30, 2021**

**Grant Period:  
December 1, 2021 – May 30, 2022**

**Final Report Due: June 30, 2022**



# Grant Payments

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- Two installments (50/50)
- First payment cannot be requested until the grant period has started
- Must begin spending grant funds within 45 days
- Final payment uploaded with final report



# The Application

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- It's online
- Computer Specifications
- Signature Page



**BREAKING  
NEWS**

# Online Grant Management System

Grants Officer, at (417) 895-6670 or (800) 325-0131.

## Trying to decide which grant will be the best for your project?

Take a look at our grants table that describes each grant program and the type of library that is qualified.

- [LSTA Grant Table](#)

## LSTA Grant Application Forms

Missouri State Library Online Grant Management System

- [Technology Mini Grant Application](#) - Due November 16, 2020

## Other Applications

- [Author Visit Grant Application](#) - Open Call
- [Show Me Steps to Continuing Education for Groups Grant Application](#) - Open Call
- [Show Me Steps to Continuing Education for Individuals Grant Application](#) - Open Call

## LSTA Application Certification Forms

- [Assurances - Non-Construction Programs](#)



Missouri Secretary of State  
**State Library**

## Ligon Page

Email Address\*

Password\*

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

Welcome to the Missouri State Library's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your login credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact Terry Blauvelt at [Terry.Blauvelt@sos.mo.gov](mailto:Terry.Blauvelt@sos.mo.gov) to receive your username.

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Missouri Secretary of State  
State Library

Search Tools Communications Reporting

Fields with an asterisk (\*) are required.

Project Information

Project Name\*

The name of the project is attached to each and every form within your process. The project title should be meaningful, and not just be the name of the grant program.

Project Director Name\*

Enter the first and last names of the Project Director.

Project Director Email Address\*

Enter the project director's email address.

Project Director Telephone Number\*

Enter the Project Director's telephone number, including area code, and if applicable, the extension.

Work Authorization Compliance

RSMO 385.530 (2) As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Any entity contracting with the state or any political subdivision of the state shall only be required to provide the affidavits required in this subsection to the state and any political subdivision of the state with which it contracts, on an annual basis.

E-Verify (Work Authorization) Company ID Number

E-Verify Expiration Date (Month and Year)

Software provided by Foundant Technologies © 2020

# Minimum Computer Specifications Recommended, Not Required

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Item Minimum Specifications	Maximum Cost Supported in Grant Per Unit
<b>Desktop PCs including All-in-Ones</b> <ul style="list-style-type: none"><li>• 3.2 GHz Intel Core i5-7<sup>th</sup> generation</li><li>• 8 GB Memory</li><li>• 500 GB 7200 RPM Hard Disk Drive or 256 GB Solid State Drive</li><li>• 20" Flat Panel Monitor</li><li>• Intel HD Graphics 530</li><li>• LAN Networking Port and Wi-Fi 2.4/5GHz Wireless Capable</li><li>• Windows 10</li></ul>	\$1,600
<b>Laptop PC</b> <ul style="list-style-type: none"><li>• 2.5 GHz Intel Core i5-7<sup>th</sup> generation</li><li>• 8 GB Memory</li><li>• 500 GB 7200 RPM Hard Disk Drive or 256 GB Solid State Drive</li><li>• 14" Display area</li><li>• Intel HD Graphics 520</li><li>• LAN Networking Port and Wi-Fi 2.4/5GHz Wireless Capable</li><li>• Windows 10</li></ul>	\$1,600

# Application Signature Page

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*Only have to sign once and you agree to:*

- Grant Agreement Standard Terms and Conditions
- Certifications Regarding Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; Lobbying; and Trafficking in Persons
- Assurances Non-Construction Programs
- Internet Safety Certification, if applicable
- Business Entity Certification, if applicable



Good to Review



# IMLS Acknowledgement

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This is **required** when funding is accepted for this grant program.

1. “This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.”
2. Twitter feed-@US\_IMLS
3. FaceBook-<https://www.facebook.com/USIMLS>
4. IMLS Logo

Grantee Communications Kit-<https://www.imls.gov/grants/manage-your-award/grantee-communications-kit/imls-acknowledgement-requirements>



# Good to Review

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- **Acknowledgement**
- **Required IMLS survey questions**
- **Local Match for Warranties**
- **Buying through the State Contract**
- **Indirect Cost Rate**
- **MOREnet Services**

# When and Who to Survey

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## Survey Patrons

- When project has a patron training component

## Survey Staff

- When project has a staff training component
- When the project involves educational software
- When the project involves planning and/or evaluation

# Local Match Requirements

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***NONE***

Except on warranties

[Shopping Cart](#) | [Public Sector ▾](#) | [Contact Us](#) | [Sign In](#)[Hardware](#) [Software](#) [Brands](#) [Solutions](#) [Tools](#) [My Account](#)

888-744-4084

## Welcome to the SHI Catalog for Missouri Govt

As a global provider of IT products and solutions, SHI is named on many Missouri contracts and here to support all your IT needs. If you have any questions please contact your account team.

[View All Contracts for Missouri](#)

APC SurgeArrest Personal - surge protector

**\$21.64**

Dell Latitude 5590 - 15.6" - Core i

**\$899.07**

Lenovo ThinkCentre M910x - ti

**\$807.73**

Apple iMac 8 GB

**\$1,211.38**

Microsoft Surface Go - 10"

**\$428.29**

Dell UltraSharp U2417H

**\$273.56**

### Bulk Buy

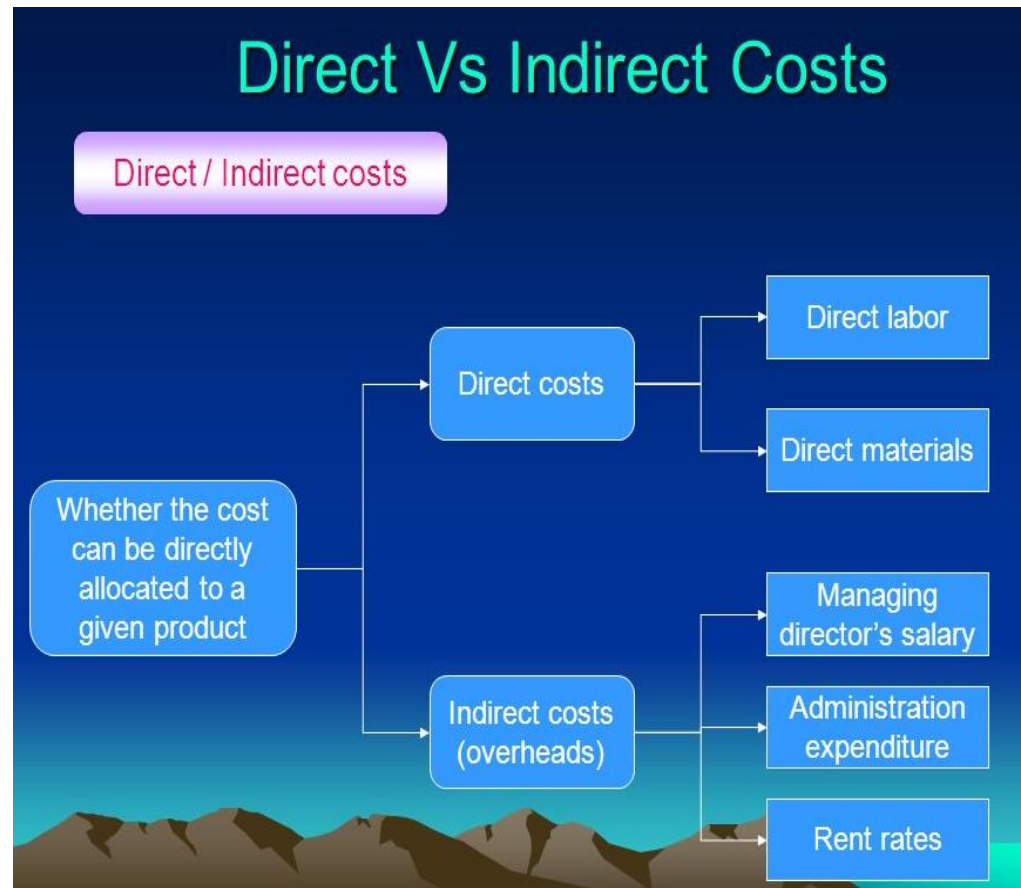
[OAITSdw/Tagging Dell Bulk](#)[Desktop Computers](#)[Portable Computers](#)[Servers](#)[Printers](#)[Accessories](#)[HP PCS for K-12 Customers](#)[view entire catalog...](#)

### Useful Links

[Public Sector Selection](#)[Order Status](#)[Retrieve Quotes](#)

# Indirect Cost Rate (ICR)

- Use the standard 10% federal de minimus rate
- Use federally negotiated rate
- Decline



# Indirect Cost Rate

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Indirect Cost Rate Example			
Standard 10% MTDC Rate or Your Institution's Federally Negotiated Rate As a Percentage:			10.00%
LSTA Total Personnel	\$3,523.15		
LSTA Total Consultant Fees	\$0.00		
LSTA Total Supplies	\$427.66		
LSTA Total Travel	\$0.00		
LSTA TOTAL Services	\$2,200.00		
LSTA GRAND TOTAL	\$6,150.81		
Indirect Cost Rate to Claim	\$615.08		

# MOREnet

## Network & Technology Services

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- Troubleshooting
- Consulting
- Design
- Analysis

Jeanne Sullivan

Public Libraries Member  
Service Advisor

(573) 884-7646

[jeanne@more.net](mailto:jeanne@more.net)





# Grant Application Basics



# LSTA Grants Statutes and Regulations

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Museum and Library Services Act of 2003: Public Law 108-81, 117 Stat. 991 (2003)

General Regulations for Administering the Grants:  
2 CFR 200

Work Authorization Program: RSMo 285.530

*Links to these statutes and regulations are available online at:*

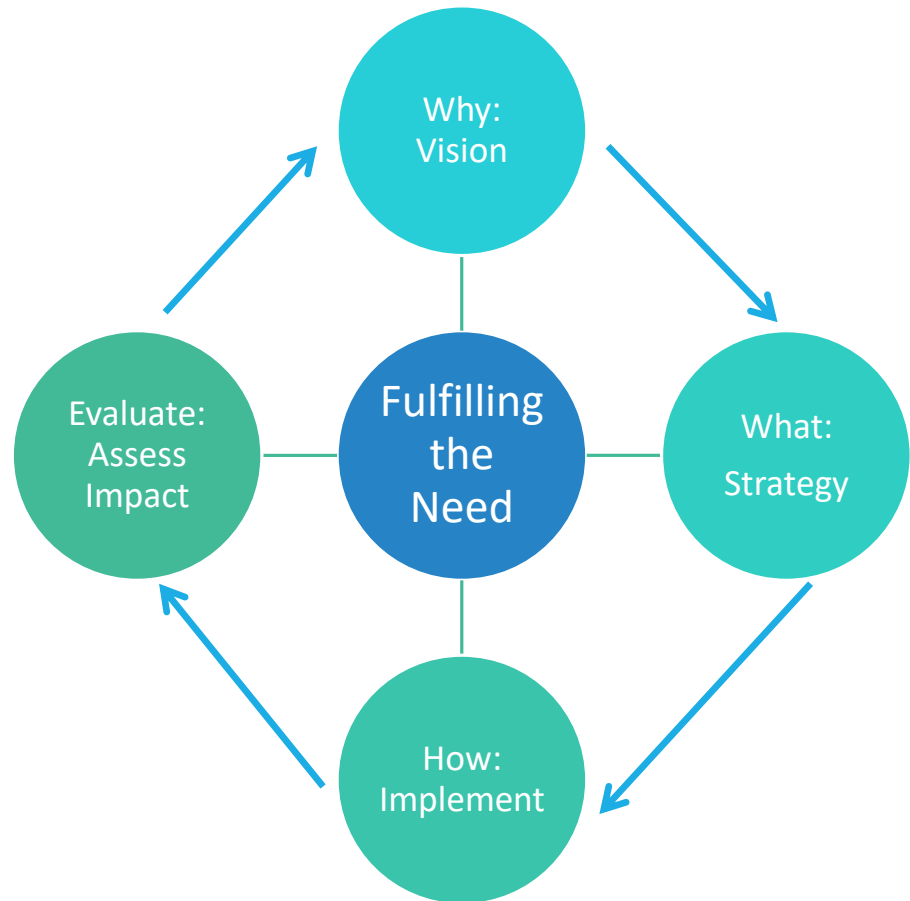
<https://www.sos.mo.gov/CMSImages/LibraryDevelopment/GrantsManual.pdf>

# Project Development

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## Get Organized:

- Need
- Resources
- Activities
- Outputs
- Outcomes
- Impacts



# Basic Information

The screenshot shows a web browser window with the URL <https://www.grantinterface.com/Form/Preview?form=562088&urlkey=missourilibrary>. The page header includes the Missouri State Library logo and navigation links: Search, Tools, Communications, and Reporting. The user is logged in as Terry Blauvelt. The breadcrumb trail indicates the current location: Process Manager / Technology Mini Grant / MOSL Application Template / Preview.

A blue information box at the top of the form states: "Fields with an asterisk (\*) are required."

The form is titled "Project Information" and contains the following fields:

- Project Name\***: The name of the project is attached to each and every form within your process. The project title should be meaningful, and not just be the name of the grant program.
- Project Director Name\***: Enter the first and last names of the Project Director.
- Project Director Email Address\***: Enter the project director's email address.
- Project Director Telephone Number\***: Enter the Project Director's telephone number, including area code, and if applicable, the extension.

Below the "Project Information" section is the "Work Authorization Compliance" section, which contains the following text:

RSMO 385.530 (2) As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Any entity contracting with the state or any political subdivision of the state shall only be required to provide the affidavits required in this subsection to the state and any political subdivision of the state with which it contracts, on an annual basis.

At the bottom of the form is the "E-Verify (Work Authorization) Company ID Number" field.

The footer of the page states: "Grant Management Software provided by Foundant Technologies © 2020".

# The Program Narrative

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- **Explain your project**
- **Project Promotion**
- **Evaluation**
- **Additional Questions**



# Evaluation

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- **Shaping Outcomes:**  
<http://www.shapingoutcomes.org>
- **Perspectives on Outcome Based Evaluation for Libraries and Museums:**  
<http://www.imls.gov/assets/1/AssetManager/PerspectivesOBE.pdf>
- **Project Outcome:**  
<https://www.projectoutcome.org/>



# Budget Spreadsheet

2019-2020 LSTA BUDGET WORKSHEET							
Name of Library							
Name of Project							
Category	Item Description	Qty	Cost per Unit	LSTA Funds	Local Funds	Total Cost	
Equipment with a per unit cost of over \$5,000 per unit						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
			Equipment Subtotal	\$0.00	\$0.00	\$0.00	
Personnel, including salaries, wages, and benefits						\$0.00	

[Instructions](#)
[Budget Chart](#)

# Budget Spreadsheet

## INSTRUCTIONS

### 2019-2020 LSTA GRANT BUDGET WORKSHEET

When completed, upload this Excel form into an email to [LSTA@sos.mo.gov](mailto:LSTA@sos.mo.gov) to record the expenditures for your grant.

Please fill in the budget worksheet to create a line-item budget to submit with your grant application. Provide a brief description and separate costs for each type of item to be purchased. Round all figures **DOWN** to the nearest whole dollar for LSTA funds. Include local funds as appropriate, based on Matching funds guidelines.

- |    |  |
|----|--|
| 1. | <b>Equipment</b> - <i><b>Only</b></i> nonexpendable, tangible property with a per item acquisition cost <b>over \$5,000</b> should be listed here. <i><b>Requires advance written approval from the State Library obtained at the time of application.</b></i>                             |
| 2. | <b>Personnel</b> - Salaries and benefits for additional library staff or additional staff hours for existing, part-time staff.   |
| 3. | <b>Services</b> - List services provided by a third-party contractor or vendor. Examples of services include software, conference registration fees, training providers, program presenters, and media costs including magazines, newspapers, radio, television and online advertisements. |
| 4. | <b>Supplies including Technology</b> - Hardware such as computers, printers, and whiteboards with a per item cost under \$5,000; supplies used for the project such as cables, wall rack, mailing supplies, switches, etc.   |
| 5. | <b>Indirect Cost</b> - If applicable, the amount of Indirect Cost eligible to be claimed. <i>Note, Indirect costs must be in your original application in order to claim.</i>  |

Instructions

Budget Chart

# Budget Spreadsheet

2019-2020 LSTA BUDGET WORKSHEET							
Name of Library							
Name of Project							
Category	Item Description	Qty	Cost per Unit	LSTA Funds	Local Funds	Total Cost	
Equipment with a per unit cost of over \$5,000 per unit						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
			Equipment Subtotal	\$0.00	\$0.00	\$0.00	
Personnel, including salaries, wages, and benefits						\$0.00	

[Instructions](#)
[Budget Chart](#)



# Budget Narrative

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Include every item on Budget Worksheet

Federal or local funds?

Justify costs:

- Why do you need that?
- How does that help with your project/goals.

Explain all figures

**MUST MATCH THE SPREADSHEET**



# Large Purchase Price Analysis

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*Example:*

<b>Date</b>	<b>Source</b>	<b>Vendor</b>	<b>Item Description</b>	<b>Amount</b>
1/2/2022	Online	A Computer Store	6 i9 desktop computers	\$5,992
12/3/2021	Letter	B Computer Store	6 i9 desktop computers	\$6,270
12/6/2021	Email	C Computer Store	6 i9 desktop computers	No response

Vendor A was selected as the lowest cost bid meeting our requirements.

# Best Practices: Know Ahead

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Legal responsibilities

Your library's policy on  
grant applications

Who signs?



# Best Practices

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Have a realistic, justified budget

- ✓ LSTA and local funds

Check your math

Be sure all attachments are included

- ✓ Form signed
- ✓ Budget spreadsheet
- ✓ Survey drafts
- ✓ Market analysis



# Can't Fund What You Need?

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Other funding resources are located in the appendix of our grant manual available online at:

<https://www.sos.mo.gov/CMSImages/LibraryDevelopment/GrantsManual.pdf>





Questions?



# Contact Information:

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**Terry Blauvelt**  
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